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***Bureau of the Public Debt  
HRD Franchise Directive***

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***Number:*** HRD-FS-550-2  
***Original Issue Date:*** July 25, 1995  
***Date Last Reviewed:*** February 2000

***Subject:*** Time and Attendance Reporting

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1. **PURPOSE** This directive outlines policy and responsibilities for the time and attendance (T&A) program.
2. **SCOPE** This directive applies to all franchise offices for whom Public Debt provides time and attendance services.
3. **REFERENCES**
  - a. Public Debt Time and Attendance Manual
  - b. 5 CFR, Part 550, "Pay Administration"
  - c. 5 CFR, Part 630, "Leave Administration"
  - d. Title 5, USC, Chapter 55, "Pay Administration"
  - e. Title 5, USC, Chapter 63, "Leave"
4. **RESPONSIBILITIES**
  - a. Director, Human Resources Division (HRD), is responsible for developing and administering policies and instructions relating to processing timecards.
  - b. Manager, Payroll and Employee Services Operations Branch (PESO), is responsible for the following:
    - (1) Ensuring advice, assistance and instruction is provided to timekeepers and certifying officials regarding T&A reporting, policies and procedures.
    - (2) Updating the Time and Attendance Manual.
    - (3) Accurately processing timecards.
    - (4) Maintaining T&A documents for audit purposes.
    - (5) Providing leave data to timekeepers for leave balance reconciliation.
  - c. Division Directors are responsible for the following:
    - (1) Designating timekeepers and alternates who will be responsible for accurately recording and reporting time and attendance.

- (2) Designating certifying officials at the supervisory level to certify timecards. The certifying official is the same individual who is responsible for approving or disapproving an employee's leave.
  - (3) Notifying HRD of changes in designated timekeepers and certifying officials.
  - (4) Advising T&A representatives of their responsibilities and ensuring that they receive appropriate training.
- d. Division of Administrative Services is responsible for providing administrative support services necessary for preparing, printing, and stocking forms used in the T&A program.

## 5. POLICY

Duties related to processing of timecards will be restricted to specific employees.

- a. Supervisors/Certifying Officials will administer the pay and leave policies and regulations. The supervisor/certifying official must be knowledgeable concerning pay and leave policies. Timekeepers must be told of any decision affecting pay and leave records and documentation.

The certifying official will certify the accuracy of timecards and perform other duties outlined in the Time and Attendance Manual and any applicable agency directives.

Limitations. Supervisors/certifying officials are not permitted to approve leave for themselves or certify their own timecards.

Exceptions. Agency heads have been delegated the authority to approve their own leave and certify their own timecards.

- b. Timekeepers will record and monitor time and attendance as outlined in the Time and Attendance Manual. It is recommended that timekeepers keep an Individual Leave Record (ILR) or other appropriate form for each employee. These must be reconciled with the NFC Leave Data Report. Timekeepers must also ensure that sensitive information is properly protected.

Limitations. Timekeepers are not permitted under any circumstances to keep or post their own timecards.

- c. Employees are required to keep their supervisor informed of their time and must request approval for any absences recorded on their timecard. An SF-71 (Application for Leave) must be completed, when necessary, and supporting documentation must be furnished in a timely manner. Examples of supporting documentation include doctors' certificates, military orders, and certificates of attendance of jury duty.

## 6. OFFICE OF PRIMARY INTEREST

Administrative Resource Center, Human Resources Division

Tom Harrison, Executive Director  
Administrative Resource Center